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CIRCULAR MEMORANDUM FOR: Special Assistant, Intelligence  
Department of State  
Director of Intelligence, GS/USA  
Director of Naval Intelligence, USN  
Director of Intelligence, Headquarters, USAF

SUBJECT: Conferences with United States Government  
Officials Returning from Abroad

1. The high intelligence potential of conferences with United States Government officials returning from abroad depends in large part upon the opportunity they provide to secure from such officials their personal and uninhibited views and opinions. This depends in turn on the guarantee which can be given to such officials that their remarks, however informal, will be honored by absolute and rigorous security precautions on the part of all attending such conferences.

2. In order to insure that such security precautions are taken to the fullest possible extent, certain steps are proposed to increase existing security guarantees and thereby further reduce the danger of security violations. Since several security violations have occurred in the recent past in connection with participation of the intelligence agencies in such conferences, I consider it desirable to tighten up on the security aspects of this matter and to regularize other procedural aspects thereof.

3. The attached draft of a proposed agreement covering operational relationships in this matter is submitted for your concurrence and/or comment. After the final text of this paper is agreed upon by all concerned, it is proposed that it be issued as an "Inter-agency Operating Procedure" on this subject.

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4. It is believed that there are other operational and procedural relationships which need clarification and standardization. Often these matters apply to CIA's relationship with only one or a few of the intelligence agencies. After agreement is reached on these matters by the agencies concerned, published agreements at the appropriate policy level will provide the desired machinery for this purpose.

5. I should appreciate receiving your early reply, both regarding the substance of the enclosure and regarding the issuance from time to time of agreed-to "Inter-agency Operating Procedures" which are not so broad in application as the policy National Security Council Intelligence Directives or the implementing Director of <sup>Central</sup> Intelligence Directives.

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central  
Intelligence

Attachment:  
Draft of Proposed OP, with Attachment